

OHC Peer Nominator's Quick Reference Guide

Valid nominations will include the following information for each nominee:

- Name of Individual Nominee (no group or self nominations will be accepted)
- OHC organizational unit assigned, or
- Company/firm name (where applicable)
- Nominator's written justification (100–300 words) that will generally answer the following questions:
 1. What specifically did the nominee do to be considered for an award?
 2. What challenges (if any) did the nominee encounter and overcome while accomplishing the task or behavior? How were the challenges overcome?
 3. How does the nominee's behavior epitomize the NASA Value(s)?
 4. What value does the nominee's behavior add to OHC, MSFC, or NASA? How does it tie into the NASA/MSFC/OHC mission and/or goals?
- Nominator's Name and Phone Number

Criteria Checklist for Employees Submitting Nominees

The following criteria are intended to provide guidance in identifying members of the OHC Team who best exemplify the NASA Values:

- All nominations must be based on the mission and goals of the Agency/MSFC/OHC and in alignment with the NASA Values
- Nominations must be for accomplishment/contribution during the previous calendar year
- Nominee consistently does what he/she commits to do
- Exceptional work habits and standards of quality
- Consistently exceeds customer expectations
- Always reliable
- Presents a positive image of OHC
- Exhibits team spirit and fosters an environment of teamwork
- Motivates others
- Communicates effectively
- Consistently puts customer satisfaction first

Criteria Elements from the Evaluation Sheet

Evaluation based SOLELY upon the nomination WRITEUP received.

The nominee's accomplishments and contributions exhibited in the nomination package are based on the mission and goals of NASA, MSFC, and OHC and in alignment with the NASA Values.

Accomplishments and/or contributions occurred during the previous calendar year.

Nominee consistently does what he/she commits to do and is considered to be always reliable.

Nominee consistently displays exceptional work habits and standards of quality.

Nominee consistently exceeds customer expectations.

Nominee presents a positive image of OHC.

Nominee exhibits team spirit and fosters an environment of teamwork.

Nominee motivates others.

Nominee communicates effectively.

Nominee consistently puts customer satisfaction first.